Add a Person/Hire

When not using the Recruiting process to appoint a person to a position, you must 'Add a Person' to SHARP before entering the hire in Job Data. It is very important that you **do not save** on any pages in Personal Information before hiring the person to a position in Job Data. If you save while in Personal Information, you will not be able to retrieve the person from SHARP or hire them into a position. Also, SHARP will prevent you from attempting to add the person again because the Social Security Number is in the system.

The following steps describe adding/hiring a classified temporary employee.

STEP 1:	Select the menu items in the following order: **Workforce Administration > Personal Information > Add a Person**
Expected Results:	Add Person page appears

STEP 2:	Click 'Add the Person' link
Expected Results:	Biographical Details page displays

STEP 3:	Click 'Add Name' link
Expected Results:	Edit Name form displays to enter name

STEP 4:	Enter person's name. Click 'OK' button.
Expected Results:	Biographical Details page displays person's name

STEP 5:	Enter Date of Birth, Gender, Highest Education Level, Marital Status, and Social Security Number.
Expected Results:	Information displays

STEP 6:	Click on Contact Information tab.
Expected Results:	Contact Information page displays

STEP 7:	Click 'Add Address Detail' link.
Expected Results:	Edit Address form displays to enter address information

STEP 8:	Enter address information and click 'OK' button
Expected Results:	Contact Information page displays again

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STEP 9:	Select your agency from the drop down list for Phone Type. Enter Telephone number, including the area code. Enter only the numbers with no formatting; the system will automatically format the phone number. Tab or click out of the field.
Expected Results:	Your agency displays as the Phone Type and Telephone number formats correctly.

STEP 10:	Select your agency from the drop down list for Email Type. Enter the person's work email address.
Expected Results:	Your agency displays as the Email Type and email address displays

STEP 11:	Click 'Regional' tab
Expected Results:	Regional page displays

STEP 12:	Click on next to the Ethnic Group field and select the Ethnic Group
Expected Results:	Ethnic Group displays

STEP 13:	Select Military Status from the drop down list and enter any other relevant information under History
Expected Results:	Information displays

STEP 14:	Click on Organizational Relationships tab.
Expected Results:	Organizational Relationships page displays. Relationship of 'Employee' is pre-selected.

STEP 15:	Click on 'Add the Relationship' button
Expected Results:	SHARP moves you to Job Data and assigns an Employee ID to the person. Person's name, Employee ID, and Empl Rcd # display. Action of 'Hire' defaults.

STEP 16:	Enter the same effective date of the Hire as used to Add the Person.
Expected Results:	Effective Date of the Hire is the same as the effective date entered to Add the Person

STEP 17:	Select the Reason from the drop down list next to the Reason field.
Expected Results:	The Reason selected depends on factors related to the Hire, such as appointing the person above the beginning step. See the Workforce Administration CBT or the Action Reason User Guide for

	descriptions of when to use the various reasons.

STEP 18:	Enter the position number and tab out of the field.
Expected Results:	Related position information automatically displays, such as position title and department.

STEP 19:	Click on Job Information tab
Expected Results:	Job Information page displays. Verify that the information that defaulted based on the position number entered is correct.

STEP 20:	Click on Payroll tab
Expected Results:	Payroll page displays

STEP 21:	Select the Tax Location Code, which is based on the employee's work location (usually KS)
Expected Results:	Tax Location Code displays

STEP 22:	Enter the Holiday Schedule or select it by clicking next to the field.
Expected Results:	Holiday Schedule displays

STEP 23:	Change the FICA Status if appropriate. Most employees are subject to FICA. Agencies are responsible for ensuring that employees are exempted from Social Security and Medicare as appropriate. Please see Accounts and Reports Informational Circular No. 05-P-25 for more information and a partial list of employees who are exempted.
Expected Results:	FICA Status displays

STEP 24:	Click on the Salary Plan tab
Expected Results:	Salary Plan page displays

STEP 25:	If appropriate, change the Step from the default of 4 if you are hiring the person above step 4. Be sure you have selected the correct Reason on the Work Location page if you appoint the employee at a higher step. Tab out of the field.
Expected Results:	The Grade corresponding to the position's job code defaults. Step 4 defaults unless changed. Step Entry Date defaults as the date the employee entered the step.

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STEP 26:	Click Default Pay Components to fill in the Rate Code and pay rate fields based on the step entered on the Salary Plan page for classified employees and others whose positions are tied to a pay matrix (salary plans CLA, WS, and JDG). For employees whose pay is not tied to a pay matrix (such as unclassified) manually enter the hour rate in the Comp Rate field and click the Default Pay Components button. Rate Code is always 'NAHRLY.'
Expected Results:	All compensation fields populate

STEP :	Click on the Kansas Information tab
Expected Results:	Kansas Information page displays

STEP :	Verify that Employment Status, Probation End Date, and Date Next Increase fields populate correctly. Change if needed.
Expected Results:	

STEP :	Click on Benefits Program Participation link at the bottom of the page
Expected Results:	Benefits Program Participation page displays

STEP :	Enter Annual Benefits Base Rate amount, which is usually the same as the employee's Annual Rate.
Expected Results:	This rate is used to calculate imputed income for the cost of group term life insurance coverage in excess of $50,000 provided by the State of Kansas. Please see Workforce Administration CBT for details.

STEP :	If not defaulted, select 'Benefits Administration' in the Benefits System field. Enter the benefits salary tier in Elig Fld 2. Enter or select the same salary tier in Benefit Program field.
Expected Results:	Benefits information displays

STEP :	Click Save
Expected Results:	